

PURPOSE

The purpose of mandatory continuing education(CE)/compliance, as cited in the *Kentucky Nursing Laws* (KRS 314), is to require evidence of the nurse's efforts to maintain and update nursing knowledge and skills needed to make competent judgments and decisions in nursing practice, nursing administration, nursing education, and/or nursing research.

WHO MUST EARN**RENEWAL REQUIREMENTS FOR NEW LICENSEES**

All licensees are exempt from the CE/competency requirement for the first renewal period of a Kentucky license issued by examination or endorsement. If an individual does not renew the original license, the exemption for the CE/competency is lost and all CE requirements must be met before the license can be reinstated.

REQUIREMENTS AFTER INITIAL LICENSE RENEWAL

All nurses, after first renewal of an initial Kentucky license, must validate the CE/competency requirement every two years (including a minimum of two hours of approved HIV/AIDS education) to renew the nursing license. Starting November 1, 2001 for LPNs and November 1, 2002 for RNs, the two contact hours of approved HIV/AIDS CE is required only once within the 10-year period. ARNPs are required to earn five contact hours of pharmacology education as part of the requirement. Sexual Assault Nurse Examiners (SANE) credentialed nurses are required to earn five contact hours of approved sexual assault CE. Forensic medicine and domestic violence CE will meet this requirement. RNs must renew licenses by October 31 of even numbered years; LPNs renew by October 31 of uneven numbered years. The CE/competency earning period is the same as the licensure period, i.e., November 1 through October 31 of even years for RNs and November 1 through October 31 of uneven years for LPNs (refer to Table 1). Licensees who recently reinstated a lapsed license or who recently changed licensure from inactive to active status need to contact the Board office for information on required CE/competency for renewal of licensure.

WHEN**TABLE 1**

RN LICENSURE & EARNING PERIOD	FOR RENEWAL OF LICENSE BY
11/01/2000 - 10/31/2002	10/31/2002
11/01/2002 - 10/31/2004	10/31/2004
LPN LICENSURE & EARNING PERIOD	FOR RENEWAL OF LICENSE BY
11/01/2001 - 10/31/2003	10/31/2003
11/01/2003 - 10/31/2005	10/31/2005

ORGANIZATIONS**TABLE 2****NATIONAL NURSING ORGANIZATIONS RECOGNIZED BY THE KENTUCKY BOARD OF NURSING FOR APPROVAL OF CONTINUING EDUCATION OFFERINGS**

- ♦ American Academy of Nurse Practitioners (AANP)
- ♦ American Association of Critical Care Nurses (AACN)
- ♦ American Association of Nurse Anesthetists (AANA)
- ♦ American College of Nurse-Midwives (ACNM)
- ♦ American Nurses Credentialing Center (ANCC) of the American Nurses Association (ANA)
- ♦ Accredited Providers Including ANA Constituent State Nurses' Associations
- ♦ Association of Women's Health, Obstetrical and Neonatal Nurses (AWHONN)
- ♦ National Association of Pediatric Nurse Associates & Practitioners (NAPNAP)
- ♦ National Association for Practical Nurses Education & Service (NAPNES)
- ♦ National Federation of Licensed Practical Nurses (NFLPN)
- ♦ National League for Nursing (NLN)
- ♦ Other State Boards of Nursing

The Kentucky Board of Nursing recognizes CHS approved HIV/AIDS courses for nursing continuing education. For additional information about CHS approved courses, contact the AIDS Education Program at 502-564-6539 or visit their website at www.publichealth.state.ky.us/hiv aids.htm.

HOW TO EARN CONTINUING EDUCATION

APPROVED NURSING CE/COMPETENCY

Nurses licensed by KBN must be able to provide validation of CE/competency for the earning period. Nursing CE is earned through successful completion of offerings presented by KBN approved or recognized providers. It is the responsibility of the licensee to determine prior to attending that the CE offering is presented by an organization approved or recognized by the Board to grant CE contact hours (refer to Table 2). The offering announcement and certificate of completion of approved nursing CE should include the KBN provider number and expiration date or indicate approval by a KBN recognized provider. The phrases "KBN approval pending" or "KBN approval applied for" are not acceptable approval statements and do not guarantee that approved CE would be earned. A recognized offering should have an approval source as listed in Table 2. HIV/AIDS education courses approved by the Kentucky Cabinet for Health Services are recognized by KBN.

Validation of CE/competency must include one of the following: **[For the 2002 RN renewal, two contact hours of approved HIV/AIDS CE is required.]**

- (1) proof of earning 30 approved contact hours; **OR**
- (2) a national certification or recertification related to the nurse's practice role (in effect during the whole period or initially earned during the period); **OR**
- (3) proof of earning 15 approved contact hours **PLUS at least one** of the following:
 - (a) completion of a nursing research project as principal investigator, co-investigator, or project director;
 - (b) publication of a nursing related article in a refereed professional publication;
 - (c) a professional nursing educational presentation that is made to other health professionals, at least one hour in length, not part of the licensee's primary job function, and is evidenced by a program brochure, course syllabi or letter from the offering provider identifying the licensee's participation as a presenter in the offering;
 - (d) a nursing employment evaluation that is satisfactory for continued employment (must be signed by supervisor with the name, address, and phone number of the employer included);
 - (e) a successfully completed nursing employment competency validation (validated by employer with the name, address, and phone number of the employer included).

Other CE requirements remain the same. There is still a requirement to earn three contact hours of approved domestic violence CE (one-time only). Also, ARNPs are required to earn five contact hours of approved CE in pharmacology. Sexual Assault Nurse Examiners (SANE) credentialed nurses must earn five contact hours of approved sexual assault CE every two years. Forensic medicine or domestic violence CE will meet this requirement.

The 2001 Regular Session of the General Assembly passed House Bill 140, which allows KBN to require the two hours of mandatory HIV/AIDS CE to be earned once every 10 years instead of once every two years. LPNs who renewed their license for the period beginning 11/1/2001 and RNs who renew their license for the period beginning 11/1/2002 will have 10 years from that date to earn the HIV/AIDS CE. For example, LPNs who renewed their license in the fall of 2001 have from 11/1/2001 until 10/31/2011 to earn the two hours of HIV/AIDS CE. If they are audited for compliance in January 2012, they must show evidence of having earned the HIV/AIDS CE during the preceding five earning periods. The requirement will continue every 10 years thereafter. Documentation of earning the required two contact hours of HIV/AIDS CE must be maintained by the nurse for at least twelve years.

INDIVIDUAL REVIEW OF OFFERINGS PRESENTED BY ORGANIZATIONS NOT RECOGNIZED BY THE BOARD

Contact the KBN office or www.kbn.state.ky.us to obtain an individual review application; complete and return to the Board office with requested materials and application fee (currently \$10). Within six weeks of receipt of the submitted materials, KBN will notify the individual of the review outcome, i.e., approval or rejection. A notification of CE/competency approval should be retained for a minimum of five years. Individual review is not required if an offering is approved for continuing education by an organization recognized by the Board (refer to Table 2).

HOW TO EARN CONTINUING EDUCATION (cont.)**SUCCESSFULLY COMPLETE HOME/SELF-STUDY OFFERING REQUIREMENTS**

Licensees, regardless of site of residence, are eligible for earning all required contact hours from home/self-study offerings approved by and/or recognized by the Board (Table 2). Following completion of the home/self-study offering, submit the requested materials to the provider as directed. Retain a certificate of successful completion ("Pass") to document earning of approved contact hours for a minimum of five years.

SUCCESSFULLY COMPLETE ELIGIBLE ACADEMIC (COLLEGE CREDIT) COURSE(S)

Academic courses applicable to nursing practice and appropriate for the nurse employed in fields of clinical practice, administration, education, or research may meet the continuing education (CE) requirements. [One semester credit hour equals 15 contact hours; one quarter credit hour equals 12 contact hours.] Nursing courses, designated by a nursing course number, such as courses in the Psychological, Biological, Physical, or Social Sciences, will meet the CE requirements for relicensure.

Prelicensure general education courses, either electives or designated to meet degree requirements, are not acceptable. CPR/BLS, inservice education, auxiliary training courses (nurse aide, EMT, phlebotomy, etc.) are not acceptable for nursing CE.

VERIFYING CONTINUING EDUCATION**VERIFY PROOF OF CONTINUING EDUCATION/COMPETENCY**

Individual licensees should retain for a minimum of five years all copies of certificates of attendance (grade reports, pass-fail certificates, or other documents) verifying successful completion of CE/competency offerings. A certificate of attendance shall specify offering title, date, number of contact hours, and approval source (KBN or other KBN recognized approver).

At the time of license renewal, an applicant is required to certify that he/she has met or is exempt from the required CE/competency earnings.

Following each licensure renewal period, individuals are randomly selected for audit, and will be required to submit copies of certificates of attendance to document approved CE/competency earnings. The Board reserves the right to request proof of compliance with CE/competency requirements from any and all licensees at anytime.

Domestic violence CE certificates should be retained for as long as a nurse holds a current/active license in Kentucky. HIV/AIDS CE certificates must be retained for the duration of its eligibility for licensure.

FOR ADDITIONAL INFORMATION

For additional information, visit the KBN website at www.kbn.state.ky.us. You can contact Mary Stewart, CE Program Coordinator, at 502-329-7000 or 800-305-2042, extension 237. You may also reach her by e-mail at MaryD.Stewart@mail.state.ky.us.